

Aviation Management

Checklist #4

Location:

Date:

Respondent:

Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
ADMINISTRATION/ MANAGEMENT		
	1. National Office and Office of Aircraft Services role and relationship with the aviation unit manager and with each other is clearly understood.	
	2. Agency Administrator provides support for the aviation program.	
	3. The unit Aviation Plan & safety plans are updated and complete.	
	4. Unit has a trained and qualified aviation manager.	
	5. Unit aviation organization positions are clearly defined.	
	6. The following guides and manuals are current and accessible as appropriate: a) Departmental manual b) 9400 manual and handbooks c) Interagency Airspace Management Guide d) ATGS Guide e) Interagency Helicopter Operations Guide f) Standards for Fire Operations g) Air Tanker Base Operations Guide (as appropriate) h) ISOG Interagency SEAT Operations Managers Guide	
	7. A-76 reviewed in the last 5 years and documented.	
	8. A-176 aircraft cost analysis conducted for SES travel - SO and Coordination Centers.	
	9. Readiness reviews have been completed in the past and are documented.	

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AVIATION SAFETY		
	10. The SAFECOM intent is understood. i) SAFECOMs can be accessed and submitted via internet. j) Note number of SAFECOMs submitted last FY	
	11. Note any safety concerns within the aviation program.	
	12. PPE is available and being used.	
	13. Current pre-accident plan.	
	14. Hazardous materials transportation guidelines are defined and standards met.	
	15. Aviation Hazard Map current & posted.	
	16. Risk assessment and mission analysis is occurring on each unit for each flight.	
EDUCATION, TRAINING AND QUALIFICATIONS		
	17. There is a viable training program for unit personnel involved in aviation operations.	
	18. Record keeping system is in place tracking aviation training qualifications for fire and resources.	
	19. Personnel are trained and qualified for specialized equipment (i.e., PSD, helitorch, etc.).	
	20. Resource personnel are trained & qualified for their aviation mission/projects.	
	21. Non-helitack crew members (e.g., engine and non-fire personnel) are trained and qualified to safely work with helicopter.	
	22. Adequate qualified staff are available to complete aviation missions.	

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	23. Personnel have attended aviation training outside DOI/FS.	
	24. Required Hazardous Materials training has been complete and is documented.	
OPERATIONS		
	25. Operational reviews are timely and plans are developed and implemented to correct recommended findings.	
	26. Firing devices are maintained, meet established standards and are operated by trained and approved personnel.	
	27. Fixed-wing Manager safely and efficiently: a) provide a briefing or insure that a briefing is given to employees b) load and unload passengers c) load and unload cargo using internal and external	
	28. Identify any end-product/service contracts used for aviation services.	
	29. MOU's for aviation support from non-agency sources are established.	
	30. Hours flown under MOU's or service contracts are accounted for.	
	31. Appropriate personnel are designated as COR or COTR's.	
	32. COR/COTR have attended contract administration training.	
BUSINESS MANAGEMENT		
	33. Aircraft are ordered using a cost analysis for selection.	
	34. Risk analysis/hazards identified.	
	35. 9400-1a completed and signed for all resource missions.	

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	36. Flight following standards are known and emergency procedures understood.	
	37. Projects and missions are coordinated through the unit aviation manager.	
	38. Managers are familiar with agency regulations.	
	39. Management structure clearly delineates aviation duties and responsibilities.	
	40. Performance reviews are conducted annually/seasonally .	
	41. Interagency agreements are reviewed and updated annually.	
	42. OAS -23's (or appropriate) are completed accurately and submitted on time.	
	43. The unit "special use" policy and procedures are clearly communicated.	
	44. Aviation support is adequate from: a) OAS b) NAO c) State Office d) GACC's.	